

EDITED KSA LISTING

CLASS: MATERIALS AND STORES SPECIALIST

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

	Knowledge of:
K1	Technical knowledge of warehousing, storekeeping and inventory methods and practices to ensure proper purchasing, receipt, storage and distribution of materials/stock; operation of motorized equipment; etc. in order to efficiently perform the duties of a Materials & Stores Specialist.
K2	Comprehensive knowledge of shipping rates and classifications to identify appropriate cost and type of items being shipped.
K3	Comprehensive knowledge of Office of Procurement specifications to meet departmental ordering guidelines, policies and procedures.
K4	Technical knowledge of stock array systems to better utilize area/shelves/floor space and process fast moving stock items.
K5	Technical knowledge of freight claim procedure to properly complete claim forms and document agreements made by vendor for replacement/reimbursement of damage/wrong items.
K6	Comprehensive knowledge of inventory and quality control in order to effectively maintain and distribute materials/stock in a correct and timely manner.
K7	Basic knowledge vehicle and safety guidelines, rules, laws, regulations, etc., to properly operate a motorized vehicle.
K8	Technical knowledge of safety/security standards and procedures for handling various kinds of supplies/materials while working in a supply room/warehouse.
K9	Comprehensive knowledge of general business principles in order to successfully operate the day-to-day activities of a supply room/warehouse.
K10	Basic knowledge of computer software to prepare various supply room/warehouse documents.

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	Skill to:
S1	Communicate effectively to provide information, give direction/instruction, properly document claims, purchase orders, stock receipt reports, etc.
S2	Operate motorized material handling equipment to load/unload material/stock for delivery or receipt, stock shelves/pallet racks, move stock, etc.
S3	Maintain accurate records of material/stock (receipt and distribution) for accounting and inventory purposes.
S4	Prepare reports (e.g. receiving/shipping log, SLAMM, etc.) to provide documentation and information.
S5	Analyze situations accurately to take an effective course of action.
S6	Operate computerize equipment to input information, generate storeroom/supply orders, create inventory listing, etc.
S7	Operate motorized vehicles to deliver/pick-up materials/stock.
S8	Apply arithmetical computations for inventory purposes, space calculations, receiving/shipping materials/stock, etc.

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	Ability to:
A1	Perform physical labor (light to heavy) to load and unload materials/stock for delivery or receipt, stock shelves, palletize, etc.
A2	Acts as a lead person by providing training, instruction and/or guidance in the performance of supply room/warehouse functions.
A3	Work independently to effectively perform the duties of Materials & Stores Specialist.
A4	Understand and respond to verbal/written instructions to develop the necessary skills and knowledge to perform the duties of a Materials & Stores Specialist.